



presents **TEN tips**

on
Effective Delegation

1

Choose the Right Person

You should consider the needs of the assignment and your knowledge of the person's skills, abilities, interests and motivations. You need to be confident that the person to whom you are delegating will be able to achieve the required results.

2

Give Compliments

Say why you feel they are the right person for the job.

3

Define the RESULTS You Expect

The focus need to be on the GOAL, rather than on the tasks performed in order to achieve the required results.

4

Emphasise the Purpose of Achieving the Objectives

The importance of achieving the objective, and the consequences of failing to do so, needs to be emphasised.

5

Ensure there are Adequate Resources...

to carry out the devised plan of action.
This will ensure adherence to specified times.

6

Introduce Control Systems

These need to be developed and introduced so that deviation from progress can be monitored and corrected.

7

Establish a Measurement of Success

This is necessary to determine whether a satisfactory or outstanding result has been achieved.

8

Offer Support

Get agreement and ensure that rules, regulations, limitations and policies regarding the area in which people are to work are understood. Back those all the way.

9

Delegate Responsibility...

but allow a margin for minor mistakes in judgement.

10

Empower with Sufficient Authority...

to achieve results, and reduce your own authority to encourage the best performance.